

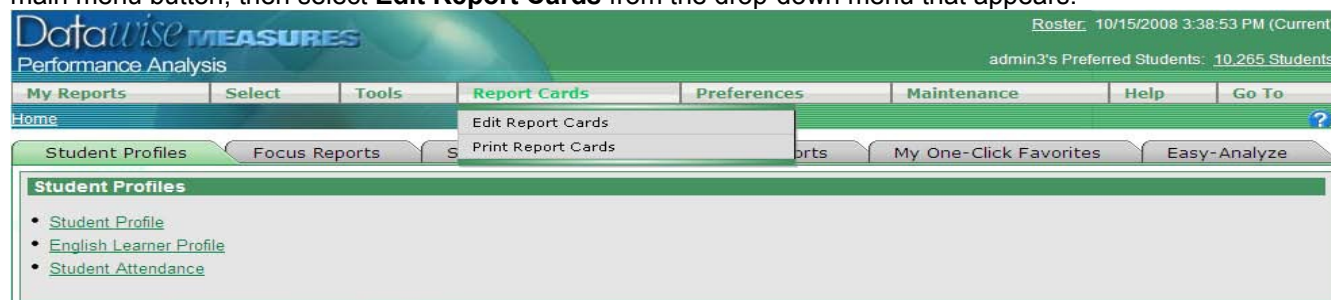
9/29/09



The following document will show you how to edit and print the TRUSD Standards-Based Report Card.

## 1. Finding Report Cards

Log into **Measures**, click on the **Performance Analysis** tab, click on **My Reports**, click on the **Report Cards** main menu button, then select **Edit Report Cards** from the drop-down menu that appears.



You are now on the **Standards-Based Report Card Data Entry** screen. This screen is used for searching and retrieving specific student report cards. You will need to set the reporting period to the current one.

The screenshot shows the "Standards-Based Report Card Data Entry" form. It includes fields for "Beginning School Year" (set to 2008), "Reporting Period" (set to 3), "Subject" (set to All), "School" (set to Fairbanks Elementary - 450), "Grade" (set to 05), "Teacher" (set to Voigt, Heather - 42), and "Student" (set to Robinson, Marcus B-W - 50005327). There are "Show Templates", "Done", and "Retrieve" buttons.

Click on the **Student** drop-down menu to select a student from your class list.

## 2. Editing Report Cards

After retrieving a student, the report card data entry screen appears for you to add comments, goals and grades.

Complete the **Teacher Comment** and **Student Goal(s)** section per district guidelines.

If you need a report card in Spanish, check the **Alternate Language** square in the upper left corner of the screen. This will provide boxes for **Teacher Comments** and **Student Goals** in both languages (English & Spanish). Clicking the **Alternate Language** button will result in the printing of report cards in both languages. *(The Measures Standards Based report card program does NOT translate teacher comments or student goals.)*

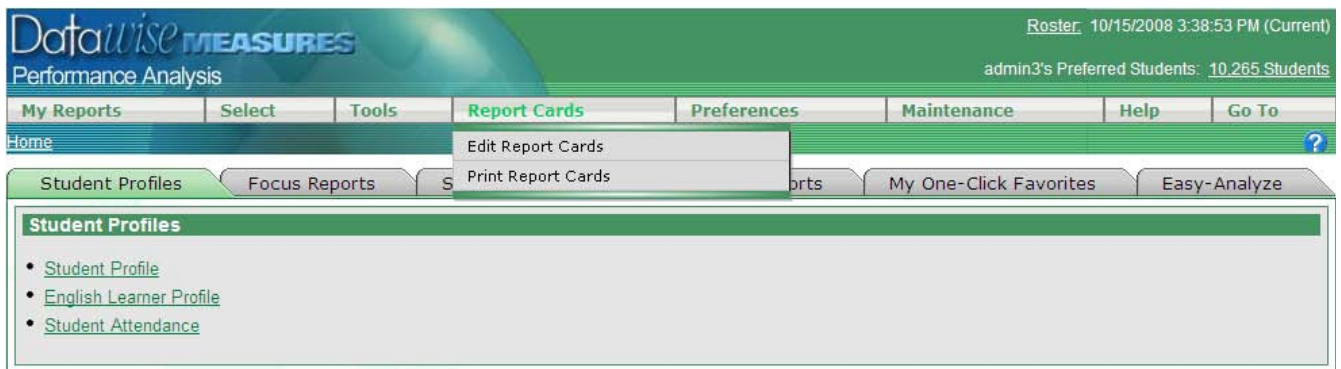
Below comments and goals is the section of the report card for entering grades. Wherever you see a drop down menu arrow, enter a mark/grade.

\*\*\*As you finish each report card, click the **Save** button in the upper right corner of the screen.

To navigate to the next student's report card, click the **Next Student** drop-down menu and select the student's name. When you finish the last report card of your work session click **Save** to save your work and **Done** to end your session. Clicking **Done** returns you to the **My Reports** screen from which you can print report cards (see below), use other Measures features or log out.

## 3. Printing Standards-Based Report Cards

Log into **Measures** (follow same steps you did to *edit* your report cards), click on the **Performance Analysis** tab, click on **My Reports**, click on the **Report Cards** main menu button, then select **Print Report Cards** from the drop-down menu that appears. (see screen shot below)



To retrieve the list of students with report cards that are available to print, click the **Retrieve** button (see below).

This screen below is where you'll actually perform the printing task.

- To **edit** a report card, click on the edit icon (pencil). This gives you another opportunity to edit report cards. If you edit here, click **Save**, then click **Done** to return to the print report card screen.
- To **preview** a report card, click on the preview icon (page with magnifying glass)

<input type="checkbox"/>	Student ID	Student Name	Date Posted	Teacher
<input type="checkbox"/>	30005250	Brunkhorst, Samantha Joan		Michel, Cynthia
<input type="checkbox"/>	30006683	Espinoza, Ariadna		Michel, Cynthia
<input type="checkbox"/>	30011332	Foster, Anthanisha Jamara		Michel, Cynthia
<input type="checkbox"/>	30001160	Munoz, Diego		Michel, Cynthia

To print your students' report cards, click on either the checkbox to the left of the individual Student ID, or click the main checkbox in the dark green area next to the **Student ID** to select all students.

Then simply click on the **Print Selected** button and that will produce a PDF file for you to save or print out. (You also can select the **Duplex** checkbox to print out the report cards on both the front and back of each sheet of paper if your printer is compatible and you have set your own printer settings to print duplex.)